

# ***Summer Food Service Program***

## **FOODSERVICE EMPLOYEE TRAINING FISCAL YEAR 2016**

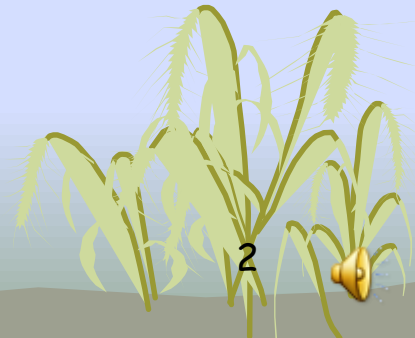
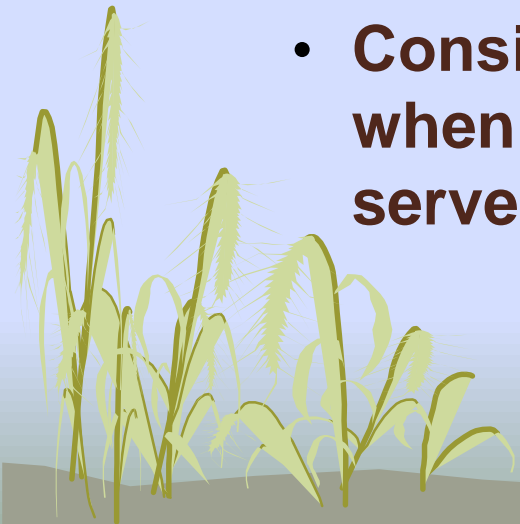
**Workshop sponsored by:**

**ND Department of Public Instruction  
Child Nutrition and Food Distribution Programs  
Kirsten Baesler, State Superintendent  
600 E. Boulevard Ave.  
Bismarck, ND 58505-0440**



# ***Goal of SFSP***

- **To Serve Nutritious Meals That Meet Meal Pattern Requirements and are Appetizing to Children**
  - **Use the USDA meal pattern to ensure balance and portion size.**
  - **Consider children's food likes and dislikes when determining what kind of meals you will serve.**



# ***Healthy Eating Habits Begin Early***

- **Learning Young**
  - Providing nutritious, well-balanced, appetizing meals gives children the opportunity to develop healthy eating habits at a young age.
- **Energy and Opportunity to Explore**
- **Pleasant Mealtimes**
  - Provide a supportive, caring environment for enjoying nutritious meals.
  - Children should have the opportunity and time to eat as much of the meal as they need.
- **Nutrition Education**
  - The meal service provides an opportunity for nutrition education activities.
- **Role Modeling**
  - All adults associated with the SFSP should be role models for children with regard to sanitation, manners, food choices, etc.

# ***Breakfast Meal Pattern***

- **1/2 Cup Fruit/Vegetable**
- **1 cup (8 oz.) Milk must be low-fat or skim**
- **1 Serving Grains/Bread**
- **1 Ounce Meat/Meat Alternate (Optional)**
- **Menu Examples:**
  - **Cold Cereal, orange juice, low-fat milk**
  - **French toast sticks, syrup, orange juice, low-fat milk**
  - **Whole wheat bread, peanut butter, pineapple chunks, low-fat milk**
  - **Blueberry muffin, orange juice, low-fat milk**
  - **Flour tortilla rolled with cheese, mixed fruit, low-fat milk**
  - **Buttermilk biscuit, sliced ham, blueberries, low-fat milk**

# ***Lunch/Supper Meal Pattern***

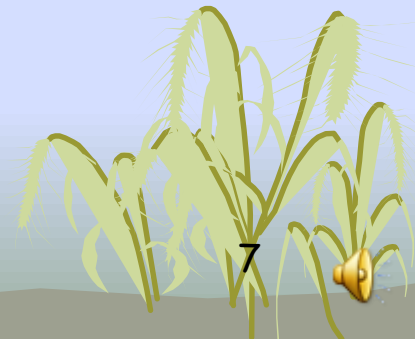
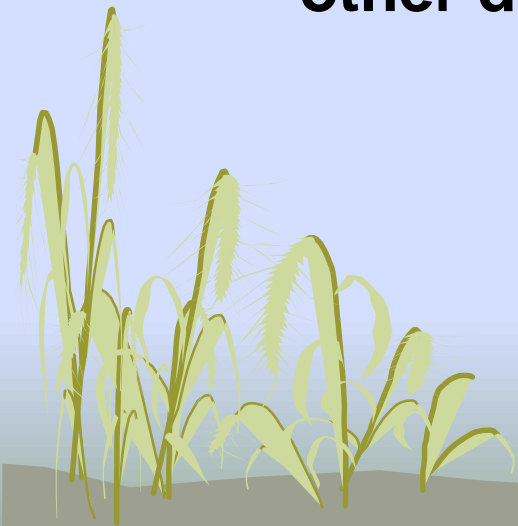
- **2 Ounces Meat/Meat Alternate**
  - **Meat alternatives (combination equaling 2 oz)**
    - Cheese, sunflower seeds, peanuts
    - Eggs (1 large)
    - Cooked dry beans (1/2 cup)
    - Peanut butter (4 tbsp)
    - Yogurt (8 oz)
- **1 Serving Grains/Bread**
  - Bread (1 slice)
  - Cornbread, biscuits, rolls, muffins (1 serving)
  - Cooked pasta (1/2 cup)
  - Cooked cereal (1/2 cup)
- **1 cup (8 oz.) Milk**
  - Fluid
  - Whole milk recommended for all one-year olds
  - Low-fat, skim, or flavored skim for all others
- **2 Servings of Fruits &/or Vegetables to Equal  $\frac{3}{4}$  Cup**

# ***Snack Meal Pattern***

- Choose **two** of the **four** components.
  - **Milk (fluid)**
    - 1 cup (8 oz.) low-fat or skim
  - **Grains/Breads**
    - 1 slice of bread
    - 1 serving cornbread, biscuits, rolls, muffins
    - $\frac{3}{4}$  cup dry cereal
    - $\frac{1}{2}$  cup cooked pasta
    - $\frac{1}{2}$  cup cooked cereal
  - **Meat/Meat Alternate**
    - 1 oz meat, cheese, sunflower seeds, peanuts
    - $\frac{1}{4}$  cup cooked dry beans
    - $\frac{1}{2}$  large egg
    - 2 tbsp peanut butter
    - 4 oz yogurt
  - **Fruit/Vegetable**
    - $\frac{3}{4}$  cup of fruits or vegetables or a combination of fruit or vegetable juice equaling  $\frac{3}{4}$  cup

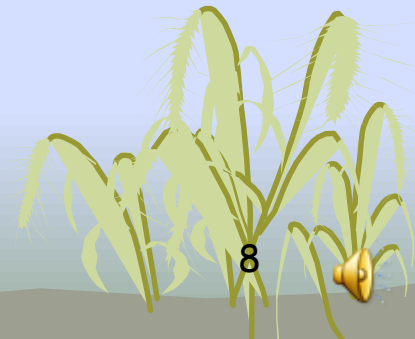
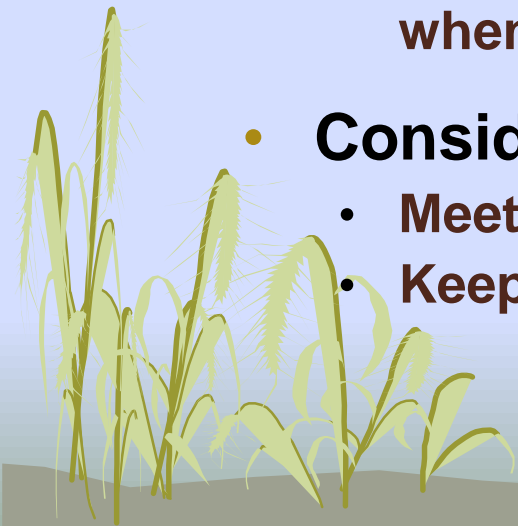
# ***Snack Meal Pattern***

- **Do not combine 2 liquids (apple juice and milk).**
- **Sweet snacks are limited to no greater than twice a week. This includes cookies, cakes, bars, granola bars, rolls, toaster pastries, and other dessert-type items.**



# ***Meal Pattern Specifics***

- **Minimum Requirements**
  - The minimum amount of each type of food must be offered in order for the meal to count as a reimbursable meal.
- **Older Children May Receive Larger Portions**
  - Older children, especially those over 12, may be served larger portions.
  - This is not a requirement but is something to consider when looking at cost factors.
- **Considerations**
  - Meet nutritional needs
  - Keep costs within budget





# ***Meal Pattern Alternatives***

- **Options: (Must be requested in advance)**
  - SBP/NSLP meal patterns (May be used by schools only)
  - Smaller portions for young children (CACFP meal pattern)
- **MUST Forward Formal Request in Writing**
  - If a school is requesting to use the SBP/NSLP or CACFP meal pattern
  - This is done on the site application or on NDFoods.
- **PRIOR to Implementation**
  - The written request to implement the SBP/NSLP or CACFP meal pattern must be approved by DPI **PRIOR** to the beginning of the program.

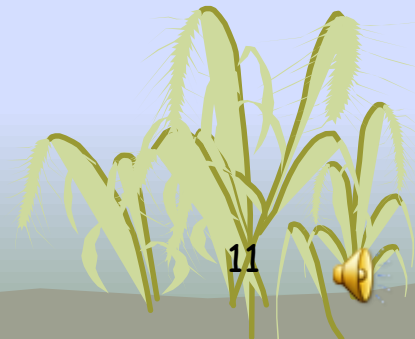
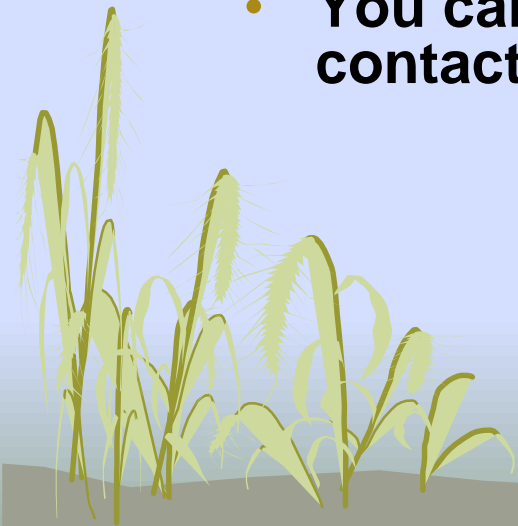
# ***Creditable Foods Guide for USDA Child Nutrition Programs***

- **Convenient Resource**
- **Guide to Determining How Foods Meet Meal Pattern Requirements**
- **Broken Down into Component Areas**
- **Guide for All Child Nutrition Programs**
  - **Revised February 2016**
- **Copies Available on the CN Website**
- **[Policies Manuals Guidance](#)**
- **For additional information on creditable foods, look under SFSP Resources on our website.**



# ***Food Buying Guide***

- This is a valuable resource for help in determining quantities of food to be purchased.
- All schools should already have one.
- On the Web
  - **Direct link**
  - [food-buying-guide-for-child-nutrition-programs](#)
- You can obtain a copy of the Food Buying Guide by contacting our office.



# ***Meat/Meat Alternate***

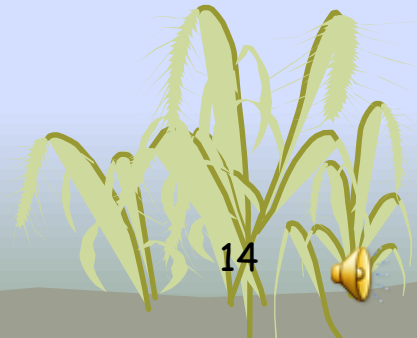
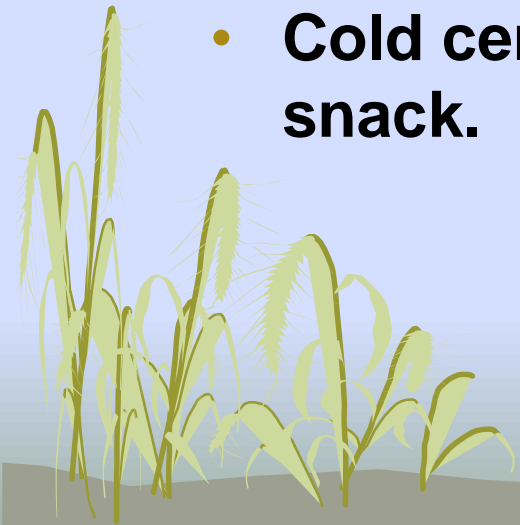
- Lunch and supper must provide 2 oz. of meat/meat alternate.
- Guidelines for Meeting the Requirement:
  - The main entrée plus one other item equals 2 oz.
  - If using 2 items, one must contribute a minimum of ¼ oz to the total.
- Meats must be USDA inspected.
- Meat Alternatives
  - Nuts and seeds
  - Eggs
  - Yogurt
  - Cheese
  - Peanut butter (quantity concern)
    - 4 Tbsp peanut butter=2 oz. Peanut butter spread thinly on a sandwich usually will not equal 2 oz. *This could mean that the entire meal may be non-reimbursable.*

# ***Fruits and Vegetables***

- Juice must be 100%.
- Lunch/Supper
  - **Must be two or more different items to equal  $\frac{3}{4}$  cup.**
- Salsa Counts—Other Condiments—***NO!***
- No Self-Canned Foods
  - **Possible health hazard**
- Donated Fresh Produce—***OK!***

# ***Grains and Breads***

- **Must Be Enriched or Contain Whole Grain/Meal**
- **Encourage Whole Grains**
  - **Whole wheat bread**
  - **Brown rice**
- **Cold cereal can only be served at breakfast and snack.**



# ***Milk***

- **Must Be Fluid**
- **Must Offer 2 of the Following:**
  - **white low-fat (1%)**
  - **white skim**
  - **flavored skim**
- **Must Be Pasteurized**
- **Must Be a Beverage for Lunch/Supper**
- **May Be on Cereal at Breakfast**
- **It is recommended that Children 12-24 months of age have whole milk.**

# ***Special Dietary Needs Meal Substitutions***

- **Disability Which Restricts Diet**
  - Substitutions must be made for children who are considered disabled and require special dietary modifications.
- **Need Statement Detailing Condition, Foods to Avoid, Appropriate Substitutions**
  - See example on CN website.
- **Substitutions may also be made for those who are not disabled but who are unable to consume regular meals because of medical or other dietary needs.**
  - A medical statement is required.
- **What foodservice needs to know...**
  - When the medical condition or allergy is severe or life threatening
  - Name of child, condition, foods to avoid, appropriate substitutions
- **Medical statements are valid for one year.**
- **Additional Forms Located on CN Website:**

[Medical Statement](#)



# ***Reimbursable Meals***

- **Meals are served as a unit.**
  - **All at the same time on the same tray or in the same container**
- **Only one meal served at a time.**
- **Meals are served to children 18 years of age and younger.**
  - **Except for Special Education students who attended school the previous year. In ND, Special Education goes to age 22.**

# ***Second Meals***

- **Seconds or second helpings are not second meals.**
- **Second meals are “full” meals that contain all of the required components of the meal pattern.**
- **Seconds and second meals may only be served after all children have received their “first” meal.**
- **Reimbursement for Second Meals**
  - **Up to 2% of total meals for month**

# ***Offer vs. Serve***

- **All Sponsors may utilize offer vs. serve**
- **Must Still Offer a Complete Meal and Minimum Portion Sizes**
- **Must Inform State Agency in Writing and Before Implementing Offer vs. Serve**
- **Under offer vs. serve for lunch/supper, child may decline 1 or 2 items.**
- **Under offer vs. serve for breakfast, child may decline 1 item.**
- **For programs not using offer vs. serve, all meal components must be served.**

# ***Non-Reimbursable Meals***

- **Meals That Don't Meet Meal Pattern Quantity and Component Requirements**
- **Meals That Are Spoiled**
- **Meals in Excess of Approved Level**
  - **Meal approval is based upon your application. It is not averaged. If you go over your approved level, call DPI and we will change your approved level.**
- **Meals That Are Not Served**
  - **There is no reimbursement for meals not served.**
- **Meals to Anyone Other Than Children**
  - **There is no reimbursement for program adults or non-program adults.**
  - **Reimbursement is for children's meals only.**

# ***Non-Reimbursable Meals...cont.***

- **Meals Not Served As Unit (Exception for Offer vs. Serve)**
- **Non-Approved Meal Patterns Used**
- **Site Not Approved**
  - **If you change sites for any reason, notify our office because we need to review and approve the site.**
- **Meals Consumed Off-Site Without Approval**
  - **Field trips not approved in advance**
- **More Than One Meal Served to a Child At a Time**
  - **Children must complete a first meal before receiving a second meal. Both meals cannot be served at once**
  - **Programs do not have to offer or serve second meals.**
- **Second Meals in Excess of 2%**

# ***Adult Meals***

- No reimbursement is given for any adult meal.
- Only “program” adults may eat for no charge, but still no reimbursement is given.
  - ***See definition of adult meals in the administrative training section.***
- Non-program adults must pay for their own meal or other funds must be used.
- Adults must be served the same meal and the same quantity as the children.

# Off-Site Meals

- All components of the meal pattern requirements must be served.
- Off-site meals and menus must receive **PRIOR** approval from DPI.
  - *Menu must contain what is being served and how much of each food item each participant will receive.*
- Field trip request form is on our website.
  - [Request For Fieldtrip](#)

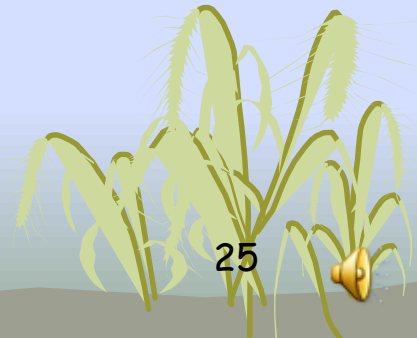
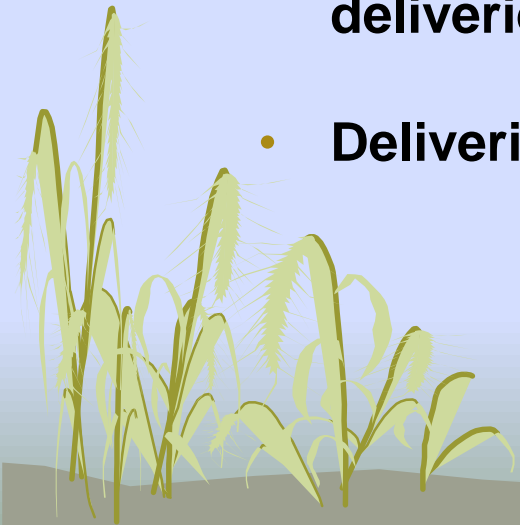
# ***“Traveling Apple” Policy***

- Program regulations require all meals to be consumed on site, ***WITH ONE EXCEPTION.***
- It is permissible for a child to take a self-contained fruit/vegetable or grain component off site for later consumption.
  - *Self contained means that the fruit or vegetable has not been cut or peeled. For example: An apple cut in half or into slices may not be taken off site. An unpeeled orange may be taken off site.*
- **Must Be from Child’s Own Plate or Sharing Table**
- **Must Follow Good Sanitation Practices**
- Sponsors are ***NOT*** required to implement this provision.



# ***Commodity Offerings***

- **Commodities are allocated to programs based upon participation and commodity availability.**
- **Therefore, you will be allocated commodities in accordance with your participation.**
- **Sites are required to pay for warehousing and transportation charges associated with commodity deliveries.**
- **Deliveries will be made in June.**



# ***Sanitation Training***

- **State law requires that the lead foodservice worker at each site complete initial training in sanitation.**
  - **10-hour Sanitation & Safety course offered by DPI**
  - **16-hour ServSafe course**
  - **Food Safety Manager Certification Training**
  - **Serving It Safe**
  - **Free on-line Training through the Institute of Child Nutrition (ICN) formerly (NFSMI)**
  - **[On-line Serving It Safe](#)**
- **On-Going Training Requirement**
  - **3-hour update every 5 years**
  - **Sanitation Update is now available as an on-line course on the CN website.**
- **Contact our office for details or questions.**

# ***Production Records***

- Production records are not the same things as menus.
- Menus tell what is being served. Production records document the type and amount of foods prepared and used to fulfill meal pattern requirements.
- They must be maintained daily for all meals/snacks claimed for reimbursement
- A production record workbook is provided for your use.
- The difference between a menu and a production record is illustrated below.

## ***Menu***

**Cheeseburger and Fries**

## ***Production Record***

**Hamburger Patty**

**2 oz    1 each**

**Cheese**

**1 oz    1 each**

**Bun**

**1 oz    1 each**

**Milk**

**½ pint**

**Fries**

**¾ cup**

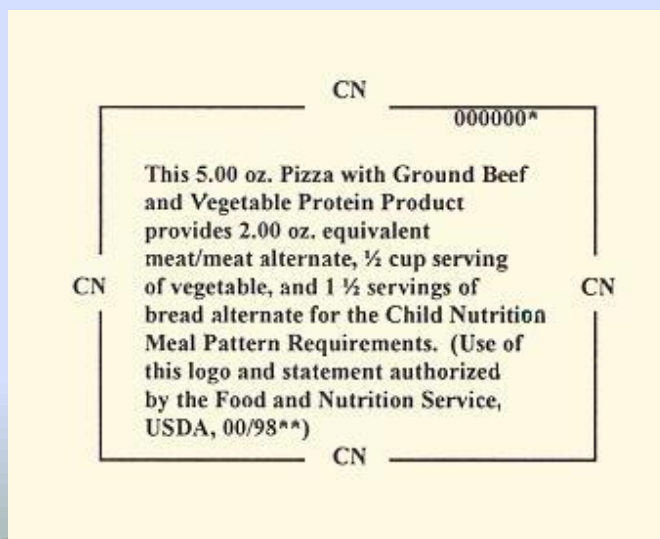
**Orange**

**1 each**

**Condiments**

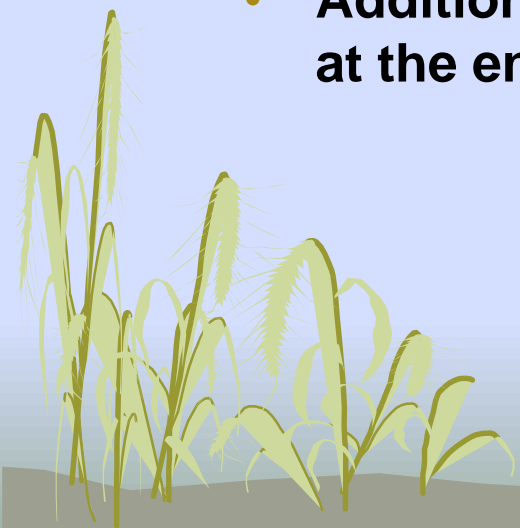
# CN Labels

- **Read information carefully!**
  - **Not all products sold by distributors or bearing a USDA marking are CN labeled products.**
- **All labels for all convenience food items must be kept on file. These labels will be checked to see if the product used fulfills meal pattern requirements.**
- **Without CN labels or manufacturer crediting information, the item cannot be used to fulfill meal pattern requirements.**
- **Example of a CN Label:**



# ***Infant Feeding***

- **Infant: Until Day of 1<sup>st</sup> Birthday**
- **Contact State Agency**
  - **Prior approval is required.**
  - **Specific requirements and forms will be provided.**
- **Additional information about infant feeding is provided at the end of this presentation.**



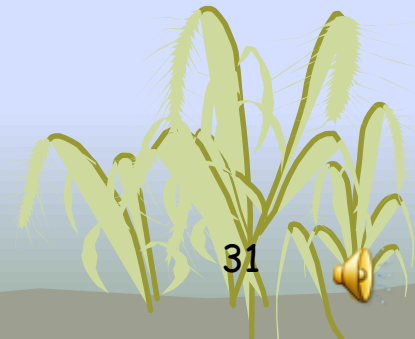
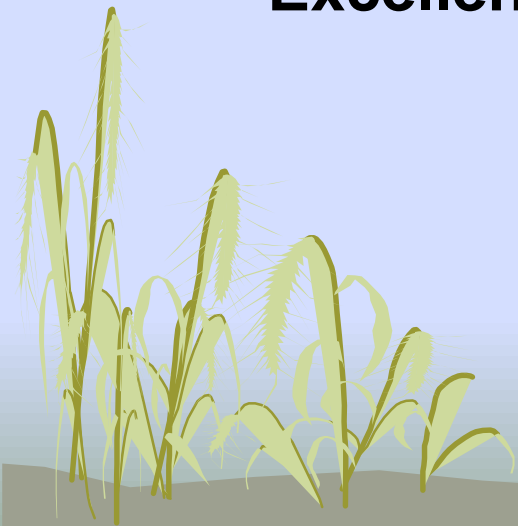
# ***Infant Feeding***

**Infant:  
Until Day of 1<sup>st</sup> Birthday**



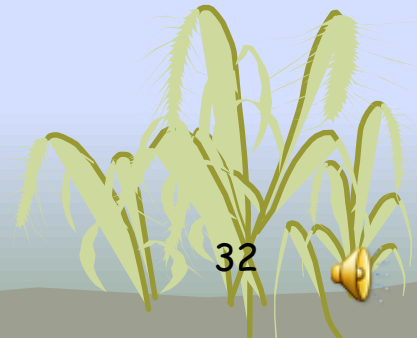
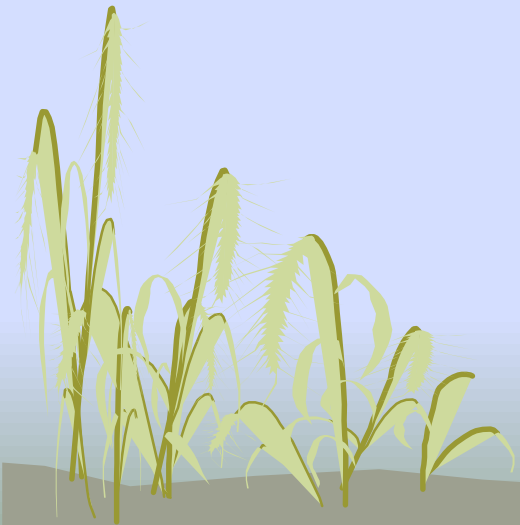
# ***Infant Feeding Resource***

- **Feeding Infants Guide**
  - **Available on the internet**
  - [Feeding-infants-guide-use-child-nutrition-programs](#)
- **Many Details**
- **Excellent Resource for Infant Rooms**



# ***Two Age Groups***

- **0-7 months**
- **8-12 months**

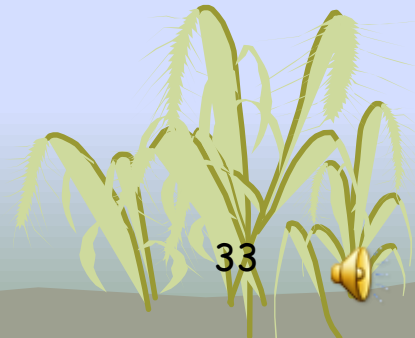
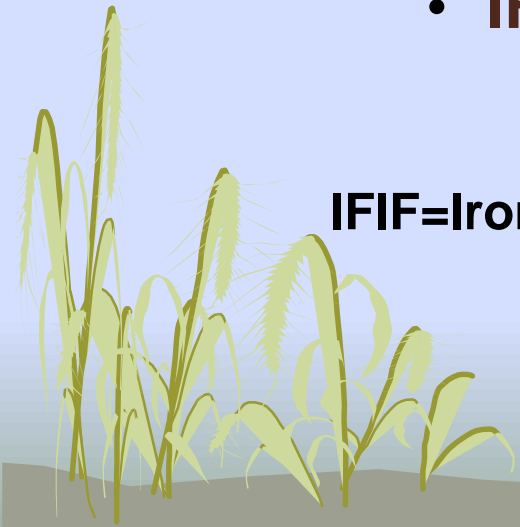




# ***0-7 Month Meal Pattern***

- **Breakfast**
  - **IFIF/breast milk**
- **Lunch**
  - **IFIF/breast milk**
- **Supper**
  - **IFIF/breast milk**

**IFIF=Iron Fortified Infant Formula**



# ***8-12 Month Meal Pattern***

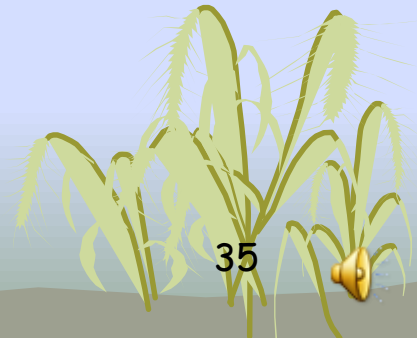
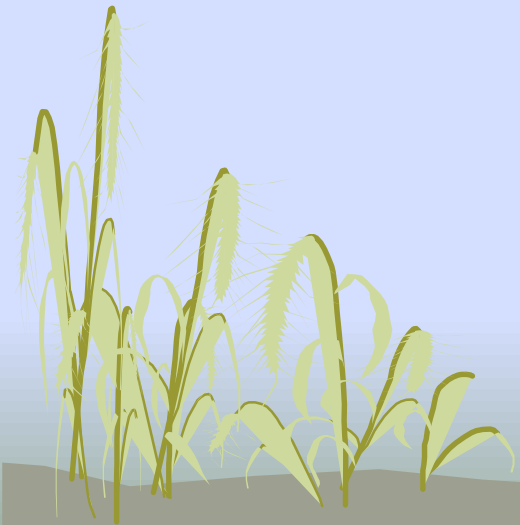
- **Breakfast**
  - **IFIF/breast milk, IFIC, fruit/vegetable**
- **Lunch/Supper**
  - **IFIF/breast milk, IFIC or meat/meat alternate, fruit/vegetable**

**IFIF=Iron Fortified Infant Formula**

**IFIC=Iron Fortified Infant Cereal**

# ***Remember These??***

- **Whole Milk**
  - **Not creditable for infants**
- **Infants who are fed breast milk brought from home can be claimed from birth onward.**



# ***Non-Creditable Infant Foods***

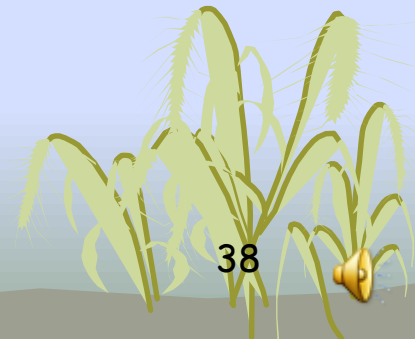
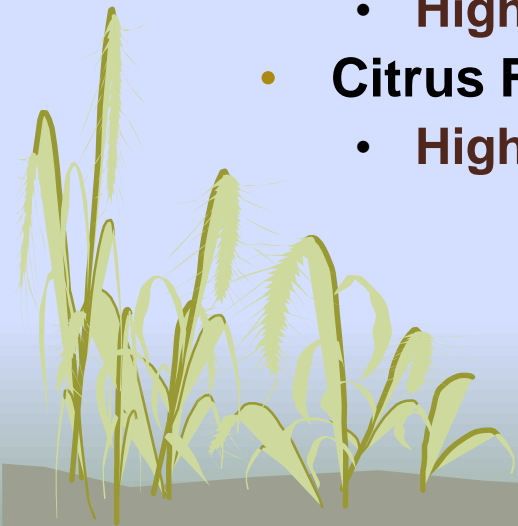
<b>Combination Dinners</b>	<b>Desserts Items with DHA</b>	<b>Honey Egg Whites</b>
<b>Custards</b>	<b>Tutti-Frutti</b>	<b>Flavored Infant Cereals</b>
<b>Adult Cereals</b>	<b>Foods with Water as First Ingredient</b>	<b>Nuts/Seeds</b>
<b>Peanut Butter</b>	<b>Juices</b>	<b>Foods with Fillers/Starches</b>

# ***Gerber 2<sup>nd</sup> Foods (Meats)***

- **Only These Combinations are Creditable:**
  - **Beef and Beef Gravy**
  - **Chicken and Chicken Gravy**
  - **Ham and Ham Gravy**
  - **Lamb and Lamb Gravy**
  - **Veal and Veal Gravy**
  - **Turkey and Turkey Gravy**

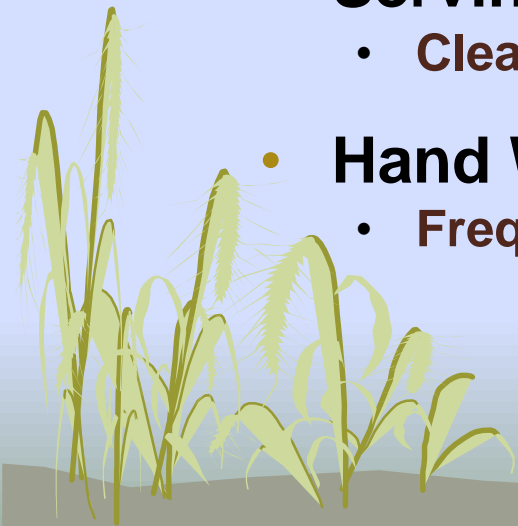
# ***Foods to Watch***

- **Chocolate**
  - **High sugar**
- **Strawberries**
  - **High acidity**
- **Oranges**
  - **High acidity**
- **Orange Juice**
  - **High acidity**
- **Citrus Fruits**
  - **High acidity**
- **Honey**
  - **Botulism**
- **Shellfish**
  - **Never serve shellfish.**
- **Foods That May Pose Choking Hazards**
  - **Raisins, hot dogs, round-shaped foods, crunchy foods, etc.**



# ***Infant Food Handling***

- **Storage**
  - Proper temperatures
  - Safe
  - Sanitary
- **Heating**
  - Check temperatures
- **Serving**
  - Clean and sanitize serving utensils, dishes, and bottles.
- **Hand Washing**
  - Frequent



# ***Infant Menu Records***

- **Documents Menu Served to Infants**
- **Best if Completed in Infant Room**
  - **At the point of service**
- **Still Need Meal Counts**
  - **Meal counts are done on a separate sheet**
- **Prototype Form (next slide)**
  - **This form cannot be used as a meal count form.**



# INFANT MENU RECORDS

NORTH DAKOTA DEPARTMENT OF PUBLIC INSTRUCTION  
CHILD NUTRITION AND FOOD DISTRIBUTION PROGRAMS  
(Rev 6/03) G/tools/CACFP/Infant Menu Records

Brand(s) of Iron-Fortified Infant Formula Supplied by Provider \_\_\_\_\_

## 0 – 7 Months\*

Breastfed? Center  
Supplies  
IFIF?

Infant Name	Age	Y/N	Y/N

## 8 – 12 Months

Breastfed? Center  
Supplies  
IFIF?

Infant Name	Age	Y/N	Y/N

Day/Date					
<b>Breakfast:</b> 4-8 oz. IFIF/breast milk optional – IFIC					
<b>AM Snack:</b> 4-6 oz. IFIF/breast milk					
<b>Lunch:</b> 4-8 oz. IFIF/breast milk optional - fruit/veg., IFIC					
<b>PM Snack:</b> 4-6 oz. IFIF/breast milk					
<b>Supper:</b> 4-8 oz. IFIF/breast milk optional - fruit/veg., IFIC					

Day/Date					
<b>Breakfast:</b> 1-4 Tbsp. fruit or veg. (no juice) 2-4 Tbsp. IFIC 6-8 oz. IFIF/ breast milk					
<b>AM Snack:</b> 2-4 oz. IFIF/breast milk/juice optional – crackers/bread					
<b>Lunch:</b> 1-4 Tbsp. meat/meat alternate and/or 2-4 Tbsp. IFIC 1-4 Tbsp. fruit or veg. (no juice) 6-8 oz. IFIF/breast milk					
<b>PM Snack:</b> 2-4 oz. IFIF/breast milk/juice optional – crackers/bread					
<b>Supper:</b> 1-4 Tbsp. meat/meat alternate and/or 2-4 Tbsp. IFIC 1-4 Tbsp. fruit or veg. (no juice) 6-8 oz. IFIF/breast milk					

IFIF is Iron Fortified Infant Formula  
IFIC is Iron Fortified Infant Cereal

\*4-7 month old infants: Upon parental request, other optional foods (IFIC, fruit/veg.) must be provided by center.

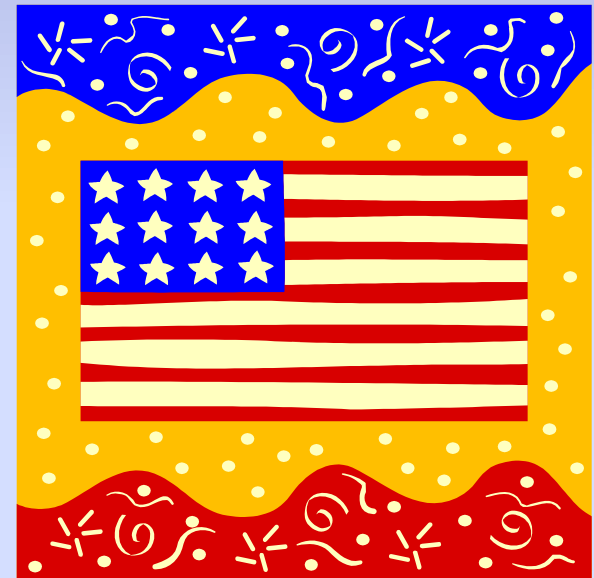
All centers participating in the CACFP who provide care to infants must offer to supply at least one nationally recognized brand of IFIF to all infants.

A child receiving expressed breast milk, provider/parent-supplied IFIF may be claimed. Other foods (i.e. IFIC, fruits/vegetables, meats, etc.) must be provided when age-appropriate consistent with CACFP guidelines. All meals/snacks claimed for reimbursement must also be reported on the meal count form.



# ***Civil Rights Requirements***

- **Serve Meals to All Children Without Discrimination**
  - **Equal access**
  - **Same meal**
  - **Same service**



# *Civil Rights*

## Collection and use of data

- Determine the number of potential and actual beneficiaries. Report numbers from each site.
  - Racial ethnic data form is provided in your binder and online. Keep in your files.

Inform potential beneficiaries of the program, including its location and hours of operation. This can be done through a **PUBLIC RELEASE**.

- Sample public release can be found in your program folder and on our web site: [Sample Release/Tools](#)
- Display the “And Justice for All” poster **IN FOODSERVICE AREA**.
- Include the nondiscrimination statement on all outreach materials.
  - Exact language provided on the next slide and the “And Justice for All” poster.



# *Nondiscrimination Statement*

- In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.
- 
- Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.
- 
- To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:
  - 
  - (1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
  - 
  - (2) Fax: (202) 690-7442; or
  - 
  - (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).
  - 
  - This institution is an equal opportunity provider.



# *Civil Rights*

## **Complaint procedures**

- **The person alleging the complaint must be provided with the nondiscrimination statement and procedure**
- **The nondiscrimination statement has the complaint process (the statement is on the “*And Justice For All*” poster)**
- **A complaint alleging discrimination must be made within 180 days of the event**
- **Complaints should be forwarded to the State Agency or directly to USDA using the address in the nondiscrimination statement**



# *Civil Rights*

## **Compliance review techniques**

- **The State Agency reviews civil rights as part of the compliance monitoring**
- **The SFSP Sponsor must check for civil rights when doing the on-site reviews**

## **Resolution of noncompliance**

- **Resolve all civil rights issues (examples- special dietary needs, language asst.)**
- **Be responsive to corrective action regarding civil rights**



# *Civil Rights*

## **Requirements for language assistance**

- **Forms are available in different languages, please contact the State Agency**
- **If you need an interpreter to explain the program to parents and one isn't available locally, please contact the State Agency**



# *Civil Rights*

## **Conflict resolution**

- **Assess the nature of the problem**
- **Take appropriate steps to notify all pertinent parties that there is a problem and work together to make a solution**
- **Follow-up**

## **Customer service**

- **When a parent approaches you regarding a special dietary need or any civil rights issue, treat them with respect and be helpful**
- **All participants must be treated in the same manner**
- **Be proactive and accommodating**





# *Summer Food Webpage Resources*



- [HANDS-ON ACTIVITY KIT](#)
- [NEWSLETTERS](#)
- [FARM TO SUMMER RESOURCES](#)
- [WEBINARS](#)

# ***Contacting Our Office***

- **Telephone: 1-888-338-3663**
- **Fax: (701) 328-9566**
- **Kaye Knudson: (701) 328-2275**
- **Linda Schloer: (701) 328-4565**
- **Web site:**

[www.nd.gov/dpi/SchoolStaff/ChildNutritionFoodDistribution](http://www.nd.gov/dpi/SchoolStaff/ChildNutritionFoodDistribution)

